



SCHOOL *for the* Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000 V/TTY
406.771.6164 FAX
www.msdb.mt.gov

DEPARTMENT: Montana School for the Deaf and Blind

Division: Education

JOB TITLE: Teacher's Assistant in the Department for the Hearing Impaired

STARTING SALARY: \$8.65

LOCATION OF JOB: Montana School for the Deaf and Blind

STATUS: Permanent, 35 hours/week

BENEFITS: Full Insurance Package

SUPPLEMENT REQUIRED: No

START DATE: January 10, 2008

PAY GRADE/BAND: 3

POSITION NUMBER: 51398300

BARGAINING UNIT: MEA/MFT

CLOSING DATE: January 3, 2008

QUALIFICATIONS:

High School Graduate or GED. Experience with deaf children is preferred. Considerable knowledge of child development, classroom procedures, and play activities, first aid techniques and safety precautions. Sign language skills are desirable. Ability to lift students. Ability to establish and maintain an effective working relationship with students, staff, supervisors and the community.

TYPICAL DUTIES:

Assists teacher in classroom instruction in a variety of activities of daily living including eating/feeding skills, academic skills and language. Assists the teacher in monitoring student progress. Prepares and utilizes materials for classroom use. Supervises and participates in activities during gym, motor skill development, swimming and music classes. Carry out individual programming for special needs students. Supervises play activities that follow lunch time. Escorts children to and from their cottages, classrooms and vehicles of transportation.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth

certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/93). Portions of the application may be photocopied if legible.
2. Letters of reference from previous three employers (3 letters of reference).
3. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

INQUIRIES AND REQUEST FOR APPLICATION: Any Montana Job Service.
Locally 1018 7th Street South, Great Falls, Montana, 406-791-5800.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students, parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the School Compliance Officer and Title IX/EEO Coordinator, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.